[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

Clerk of the Court
[Name of Probate Court]
[Court Address]
[City, State, Zip Code]

RE: Estate of [Deceased's Full Name]
Case Number: [Case Number, if already assigned]

Dear Clerk of the Court,

Enclosed please find the following documents for filing regarding the above-referenced estate:

- [Document Name, e.g., Petition for Probate]
- [Document Name, e.g., Original Last Will and Testament]
- [Document Name, e.g., Certified Copy of Death Certificate]
- [Document Name, e.g., Affidavit of Heirs]
- [Document Name, e.g., Filing Fee Check in the amount of $_____]

Please file these documents in the court records. [Optional: I have enclosed an extra copy of each document and a self-addressed stamped envelope. Please date-stamp the copies and return them to me for my records.]

If there are any additional fees required or if further information is needed to complete this filing, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]